

**Communication Technology Advisory Board Meeting
June 3, 2003
Minutes**

Members Present:
Donna McClellan
Mel Bernstein
Mark Hichar
Mike Jaillet
Beth Ahern
Lee MacQuarrie
Chris Gervais
Steve Anderson

Absent:
Leon Barzin
Peter Kirkby
Alan MacDonald
Doug Fleming
Chris McKeown

The minutes of the May 13th meeting were approved as submitted and will be posted on the website.

I. OLD BUSINESS

A. TOWN UPDATE

1. *Municipal Broadband Public Meeting*

There will be a public meeting at the Council on Aging on Tuesday, June 17 at 7:30 p.m. to discuss the Municipal Broadband Project. The Merton Group will be there to present the results of the feasibility study and will discuss the design and financing options. An article was prepared and will be included in the Westwood Newsletter which is mailed out to every resident. The newsletter will arrive at households 2 – 3 days prior to the public Meeting

2. *Assessing Contracts Signed*

Westwood signed and forwarded contracts to Vision Appraisal for the CAMA compatible assessing software. It is anticipated that conversion work will start in June or early July.

3. *IMAP Server Reviewed*

A review was performed comparing configuration of an IMAP server vs a FirstClass Email Server. The school department currently uses FirstClass and there are some users who refuse to use the email client. Although it is robust it is a proprietary email client. There a decision was made to install an IMAP server. This will make pc changes much easier.

B. SCHOOLS UPDATE

1. *Scheduling and Grade Reporting*

Scheduling for Grades 9 -12 is almost complete.

C. CABLE UPDATE

1. *Cable Amendment*

The cable amendment was signed on May 15, 2003.

2. *Cable Complaints*

There have been no formal cable complaints since February 6, 2003.

3. *INET*

We have not had any communication with Comcast about the installation of the new INET.

D. GIS UPDATE

1. *Building Layer*

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Applied Geographics provided a preliminary building layer. They will be performing a final QA audit on the layer before final turnover.

2. *Tax Maps*

Reviewed sample tax maps with the Board of Assessors and provided comments to Applied Geographics.

3. *Buckmaster Pond Flood Zone Study*

GIS data was provided to the Army corp of Engineers for Buckmaster Pond area Flood Zone Study.

- II. **NEW BUSINESS** - *none reported*
- III. **OTHER BUSINESS** - *none reported.*
- IV. **PUBLIC & PRESS**
- V. **ADJOURNMENT** – 9:00p.m.

Next meeting will be July 1, 2003 at 7:30pm, Selectmen's Meeting Room, Town Hall.